

Department of Energy



SOP 1.1 – Intragovernmental Business Rules Implementation Guide Office of Finance and Accounting

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Author:	Angela Loftis
Review and Testing Official:	
Issuing Official:	Rick Loyd



SOP 1.1 – Intragovernmental Business Rules (IBR) Implementation Guide

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Classification

General Ledger Management (B2C)

Introduction

A. Purpose

This SOP provides guidance to DOE Headquarters and Field CFO offices regarding implementing the Intragovernmental Business Rules (IBR) for DOE reimbursable work performed for all Federal agency sponsors, except those agreements that are classified. Implementing the IBR will improve DOE trading partner integrity controls and facilitate inter-agency balance reconciliations between DOE and sponsoring Federal agencies. This SOP provides detailed directions on the process for entering WFO descriptive Flexfield (DFF) data into STARS that satisfy the IBR data elements for all active, non-classified inter-agency agreements. The SOP also provides guidance and a project timeline for populating the WFO flexfields for agreements in existence prior to the release of this guidance.

B. Background

Department of the Treasury Bulletin No. 2007-03¹, dated November 15, 2006, transmitted rules which all Federal agencies involved with intragovernmental business activities must follow. Specific intragovernmental activities include the exchange of goods and services, investments and borrowings, and transfers between Federal agencies. The IBRs provide Federal agencies with guidance for recording and reconciling the above-mentioned inter-agency transactions. The information in this guide is limited to the IBR requirements pertaining to DOE's reimbursable work performed for other Federal agencies.

For purposes of DOE's implementation of the IBRs for Federal reimbursable work, STARS must capture for each Work for Others (WFO) number the customer's common agreement number and the customer's Treasury Account Symbol. Two additional data elements are encouraged, but not mandatory at this time including the customer Business Partner Network (BPN) number, and the customer's funding source code string.

While the mechanics of capturing the new data elements required by the IBR in STARS are not complex, the initial requirement to populate new WFO flexfields for the 6,000+ ongoing active agreements is substantial. A pilot effort was conducted during FY 2007 – FY 2008 with 3 agencies to develop and test the process for capturing the IBR data elements in STARS and initiating reconciliation efforts with other agencies. The pilot project resulted in recommendations to proceed with implementing the IBRs for all Federal non-classified reimbursable work orders, but limited to the key common agreement number and the Treasury Account Symbol of the sponsoring agencies until the IBRs are more fully accepted and implemented by all Federal agencies².

¹ <http://www.fms.treas.gov/TFM/vol1/07-03.pdf>

² See Appendix C



C. References

- | | |
|-------|--|
| 1.1.1 | Treasury Bulletin No. 2007-03, Dated November 15, 2006 |
| 2.1.1 | IBR Pilot Project v2 |

D. Requirements

Based on the results of the IBR pilot, the following requirements are to be implemented:

- Field office CFOs will coordinate with their program offices and integrated contractors to ensure that they are aware of the new IBR requirements and that all new inter-agency agreements must include required IBR data. Each field office should also designate a local point of contact for IBR implementation and e-mail the name of that individual to Scott Chayette at Scott.Chayette@hq.doe.gov.
- As of January 2, 2009, the STARS Team will enable users that have access to STARS Values to populate the new WFO flexfield IBR values. Access to these values will continue to be restricted to OFCR staff until that time.
- As of April 1, 2009, setting up new WFO values in STARS will **require** entering in a common agreement number and a Treasury Account Symbol of the sponsoring agency. Zero filled values will only be permitted for classified reimbursable work orders. Field CFO offices will need to establish local procedures in advance to ensure the new data elements are readily available at the time the WFO values are set-up in STARS.
- DOE field offices will be required to backfill the common agreement numbers and Treasury Account Symbols for all existing active agreements except those related to classified reimbursable work³. Field offices will make every attempt to obtain the common agreement number and Treasury Account Symbols for these existing agreements based on available information. Should the need arise to contact the sponsoring agency for this information; such requests must be forwarded via e-mail to Scott Chayette. Scott will centralize and coordinate DOE requests sent to other agencies to address concerns raised by the 3 agencies that participated in the initial pilot effort. Sufficient information, including a PDF file of the interagency agreement cover sheet, should be sent to Scott in order to facilitate the request to the sponsoring agency. All such requests related to existing active WFO agreements should be sent to Scott by April 30, 2009.
- OFCR will monitor the use of the new flexfield values and work with offices to ensure that the use of the IBR flexfield common agreement number and TAS are institutionalized.

³ The STARS Team is developing a new **Reimbursable Work Order Integrity Status Report** that will identify reimbursable work orders that are considered active. An example of a pivot table based on this new report is included in Appendix D.



Appendices

A. Definitions

1. **Common Agreement Number**; Buying agency's order number (Purchase Order)
2. **Treasury Account Symbol (TAS)**; fund account symbol assigned by Department of Treasury
3. **Business Partner Network Number (BPN)**; nine digit code assigned by the firm Dun and Bradstreet to each office within the agency
4. **Funding Source String**; other agency's accounting string

B. Acronyms

<i>Acronym</i>	<i>Definition</i>
BPN	Business Partner Network Number
CFO	Chief Financial Officer
DFF	Descriptive FlexField
IBR	Intragovernmental Business Rules
LOV	List of Values
OFCR	Office of Financial Control and Reporting
POC	Point of Contact
SOP	Standard Operating Procedure
STARS	Standard Accounting and Reporting System
TAS	Treasury Account Symbol
WFO	Work for Others

C. Pilot Project v2

Department of Energy
Intragovernmental Business Rules Pilot Project

Executive Summary

The Department of Energy's Chief Financial Officer (CFO) initiated a pilot project in June 2007 to implement Treasury's Intragovernmental Business Rules (IBR) for the Department's reimbursable work activities. The IBRs require agencies that provide goods and services to other agencies (e.g., DOE's reimbursable work activity) to capture certain customer agency accounting data elements that will facilitate inter-agency reconciliations. The intent of the IBRs is to reduce unreconciled inter-agency balances that hinder Treasury's ability to prepare consolidated government-wide financial statements. This paper discusses what efforts DOE took under the pilot, proposes three options for the CFO's consideration, and recommends the option for implementing the IBRs for all of DOE's Federal non-classified reimbursable work, but limiting effort to the two key data elements – the common agreement number, and the Treasury Account Symbol.

Background

Department of the Treasury Bulletin No. 2007-03, dated November 16, 2006, transmitted rules for all Federal agencies to follow who are involved in intragovernmental business activities; specifically, transactions that entail the exchange of goods and services, investments and borrowings, and transfers



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between Federal agencies. The IBRs provide Federal agencies with guidance for recording and reconciling inter-agency transactions.

The Department of Energy was already in compliance with most aspects of the IBRs related to investments, borrowings, and transfers between agencies. However, DOE reimbursable work accounting processes were not in compliance with rules for capturing key data elements of agencies buying goods and services from the Department.⁴ The rules require DOE to capture and account for the following data elements of other Federal agencies for each Work for Other (WFO) agreement:

1. Common agreement number (default is the number used by the buying agency)
2. Buying agency's funding source
3. Buying agency's Treasury account symbol (TAS),
4. Buying agency's business event transaction (BETC) code, and
5. Buying agency's business partner network number (BPN)⁵

The Department has over 6,000 active reimbursable work agreements with other Federal agencies. While the mechanics of capturing the new data elements required by the IBRs in STARS proved not to be complex, the initial investment to populate new WFO flexfields for the volume of ongoing active agreements was and is substantial. Also, there was some level of uncertainty as to whether the IBRs would be readily and universally adopted by all agencies and prove to be of value in reconciling and reducing differences between the Department's revenues/expenses and other agencies' related receivables/payables, particularly, since DOE's largest reimbursable work customers are the Departments of Defense and Homeland Security, and neither agency is likely in the near-term to be in a position to reconcile their balances with DOE regardless of DOE's implementation of the IBRs.

DOE's Pilot Results

Pilot Process

The Department elected in FY 2007 to take a cautious and incremental approach to implement the IBRs. With other more pressing remediation efforts underway to regain a clean audit opinion, and the desirability not to be on the leading edge of implementing the IBRs when other agencies were not fully on board, a pilot effort was undertaken to implement the business rules for three of the Department's reimbursable work customers - Department of the Interior (DOI), National Aeronautics and Space Administration (NASA), and Environmental Protection Agency (EPA).

The STARS Team added 5 new flexfield values associated with the established WFO flexfield to enable STARS to capture the necessary other agency data elements for each reimbursable work agreement. These new flexfield values are the 5 data elements shown in the Background Section of this report.

Guidance was issued to each field office performing reimbursable work for the three pilot agencies requesting that they provide the information needed to populate the new WFO flexfields to the Office of Financial Control and Reporting (OFCR). OFCR undertook all data entry tasks necessary to support this pilot to minimize impacts on field office operations and to ensure control over populating the new flexfields. For information not readily found in existing reimbursable work agreements, field offices and contractors were encouraged to contact NASA, DOI, or EPA directly to obtain this information. OFCR would use the new flexfield data to run STARS reports and initiate reconciliations with the three agencies.

In addition, OFCR worked with the DOE Headquarters Office of Procurement and Assistance Management to ensure that all new inter-agency agreements issued in the future contain the required IBRs information. The Headquarters procurement office issued Acquisition Letter 2007-03, dated March 30, 2007, which includes this requirement, to all the DOE field procurement offices. However, this mainly

⁴ For purposes of these rules, the requesting agency is a Buyer and the providing agency is a Seller, and collectively, they are Trading Partners. Trading Partners shall establish a process to reconcile receivables and payables, advances to and advances from, and revenue and expenses for the same reporting period.

⁵ A BPN is akin to a DUNs number for a Federal agency or a sub component (bureau) of an agency.



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refers to inter-agency agreements where DOE is purchasing goods or services from other Federal agencies. Since most inter-agency reimbursable work agreements are prepared by various field office or program offices, field office CFOs were advised to work with their program offices and integrated contractors to ensure that they are aware of the new IBRs requirements and those new inter-agency agreements must include all the required IBRs data.

The initial pilot efforts in FY 2007 were haphazard at best. NASA, DOI, and EPA all voiced concerns about numerous DOE offices and integrated contractors contacting them about obtaining the required IBRs data elements and all three agencies failed to fully support DOE's data requests as other higher priorities took precedence. As a result, minimal IBRs data was received and entered into STARS and OFCR staff efforts were eventually diverted to higher-priority activities. As a result, no reconciliation activity was undertaken during FY 2007 with the three pilot agencies.

The IBRs pilot project effort was resurrected in June 2008. At that time, Karan Reynolds from the Idaho Field Office volunteered for a three week detail assignment to Headquarters to assist OFCR staff working on the project. Karan's field reimbursable work experience and enthusiasm for the project resulted in progress in obtaining missing IBRs flexfield data, particularly the common agreement numbers for the reimbursable work agreements of the three agencies in the pilot. In addition, she was able to identify problems with the quality of the flexfield data elements gathered during the FY 2007 phase of the pilot.

There were a total of 446 active reimbursable work agreements for the 3 agencies in the pilot project. Common agreement numbers were successfully obtained and entered into STARS for almost all of those agreements. For a variety of reasons, the pilot effort was less successful in obtaining and populating the other new flexfield values. The most difficult flexfield data element to obtain was the other agency funding source. Treasury's IBR guidance does not provide a definition of this required data element and, as a result, DOE entities were at a loss for what information to capture for this item. The BPN for each agreement also proved challenging because the master government-wide table is badly out of date. The Department of Defense is leading an initiative to develop a new system for maintaining the government-wide BPN numbers, but the effort may not be completed for years to come. Until the BPN numbers are more established and their use institutionalized by the Federal accounting and procurement communities, it is unlikely DOE will find much success in populating and using them for inter-agency reconciliation purposes.

Before sending STARS reimbursable work revenue balances with the new flexfield data elements to the pilot trading partner agency, OFCR established contacts at each agency and telephone conversations were held to discuss the information being provided. At that time, each of the agency contacts agreed to review DOE's data to validate whether the format is workable for their needs and the information is accurate. On June 23, 2008, a STARS report containing as much IBR information available to DOE was sent to the respective pilot agencies. The reports, in all cases, contained the DOE WFOs number and the ending DOE revenue balance, as of the end of the second quarter of FY 2008; as well as most of the common agreement numbers. However, in some combination, more than 50% of the other IBRs flexfield values were missing.

From time-to-time, a few non-pilot agencies have requested DOE's assistance in reconciling reimbursable work related balances. Although the differences with these agencies were generally not material to DOE, it should be noted that the unavailability of IBRs data hindered DOE's ability to be fully responsive to these agencies.

Pilot Agency Analysis

Based on DOE revenues as of March 2008, active agreements totaled 227 with NASA, 93 with DOI, and 126 with EPA. An analysis of the difference between DOE and the pilot was as follows:

DOE Revenue	DOI Expenses	EPA Expenses	NASA Expenses	Difference
27,301,322	(19,129,282)			8,172,040
12,580,927		(12,126,031)		454,896
48,570,533			(48,627,523)	(56,990)



Department of the Interior

DOI is attempting to gather the requested data. The information has been forwarded to the various DOI bureaus to begin attempting reconciliation. DOI was advised that if time and resources were a problem, to concentrate on providing DOE with DOI expense data by common agreement number. The limited response received from DOI contains some data by common agreement number that appears to be related to BPA. However, the common agreement numbers provided by DOI did not match the data contained in the report DOE sent to DOI. DOI was contacted regarding their input and DOE is now awaiting a response from DOI for additional input.

Environmental Protection Agency

EPA has provided DOE with the requested input. The difference between DOE revenues and EPA expenses was initially \$4,879,091. Based on a reconciliation of EPA's input with DOE's data, the difference was reduced to approximately \$455 thousand. The reconciliation included the identification of 4 agreements DOE coded in STARS as EPA, but are actually agreements with other Federal agencies. DOE showed revenue for one of the agreements as \$3,774,780. The DOE reporting entity showing these items was notified and, as of the end of July, two of the miscoded agreements, including the noted large amount, are no longer showing as trading partner 68, EPA. There were also 4 additional agreements whereby EPA has no record based on a common agreement number with the EPA coding scheme. The DOE entities will be contacted to confirm these common agreement numbers.

NASA

NASA has not responded to DOE's request to provide input to the STARS report containing IBRs data. However, NASA does send DOE (and other agencies) a quarterly report of their intragovernmental file detail which was used by OFCR staff to reconcile DOE revenues and NASA expenses using NASA's common agreement numbers. The reconciliation identified a net difference of \$56 thousand, as of March 2008. Accordingly, no further attempt will be made to contact NASA for assistance with the reconciliation.

Analysis of DOE's Federal Reimbursable Work Differences with ALL Agencies

A comparison of the Department's Federal reimbursable work revenues to costs with DOE reported by those agencies to Treasury as of September 30, 2008, is presented in the following table:



Table A - Comparison of DOE Reimbursable Work Revenues & Reciprocal Agency Expenses
As of September 30, 2008

TP Code	Agency	No. of WFO Agreements	DOE Revenue	TP Expenses	Difference
00	Classified	602	231,594,689	N/A	231,594,689
12	USDA	46	9,016,879	15,009,142	(5,992,263)
13	DOC	43	8,960,148	11,463,991	(2,503,843)
14	DOI	115	30,944,452	47,588,456	(16,644,004)
15	DOJ	81	28,042,779	21,646,062	6,396,717
16	DOL	3	(108,243)	4,992,670	(5,100,913)
17	NAVY	496	836,993,502	836,994,000	(498)
18	USPS	2	45,739	0	45,739
19	STATE	190	23,349,820	22,671,112	678,708
20	TREAS	14	3,861,494	2,817,956	1,043,538
21	ARMY	1,208	328,027,637	328,028,000	(363)
24	OPM	5	2,820,198	3,605,889	(785,691)
28	SSA	2	238,208	96,033	142,175
31	NRC	463	80,980,666	81,042,169	(61,503)
33	SMITHSON	5	0	30,370	(30,370)
36	VA	4	33,796	163,815	(130,019)
47	GSA	63	9,651,110	6,292,433	3,358,677
49	NSF	19	2,010,141	1,666,562	343,579
57	AIR FORCE	661	452,618,382	451,863,000	755,382
64	TVA	8	59,692,326	58,078,308	1,614,018
68	EPA	172	27,131,955	25,956,750	1,175,205
69	DOT	51	9,529,018	7,829,618	1,699,400
70	DHS	654	472,468,024	286,923,853	185,544,171
72	AID	11	1,832,626	375,774	1,456,852
73	SBA	2	1,080,367	83,333	997,034
75	HHS	645	141,180,905	61,203,384	79,977,521
80	NASA	274	98,662,666	85,380,637	13,282,029
86	HUD	2	177,109	163,387	13,722
91	EDUCATION	3	538,848	478,347	60,501
96	CORPS	113	5,501,856	12,712,433	(7,210,577)
97	DOD	1,148	442,223,476	242,652,956	199,570,520
Total		7,105	3,309,100,573	2,617,810,440	691,290,133

An analysis of the data in the above table suggest a number of areas where significant improvements can be made if reconciliations could be instituted with agencies other than the 3 included in the pilot effort. The total \$691 million difference represents the overall out-of-balance that contributes to Treasury's inability to accurately eliminate DOE's Federal reimbursable work revenues. The amount would have been substantially higher if not for Army, Navy, and Air Force's practice of matching DOE's reported revenue amounts in their year-end reporting of costs to Treasury without the benefit of any reconciliations being performed. Opportunities for significant reductions of the total out of balance include:

- Establishing a reconciliation process with DHS and HHS, the two largest non-Defense differences. The difference with DHS was reported on DOE's year-end Material Status of Disposition Report to Treasury and, as a result, is likely to receive additional scrutiny in FY 2009. Absent DOE's implementation of the IBRs, however, reconciliation efforts with these agencies will not likely be fruitful.



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- A more detailed scrub of the WFO agreements currently assigned a trading partner 97 - Secretary of Defense, may result in reclassifications to more appropriate and specific trading partner values for the Army, Navy, and Air Force. DOE needs to engage DOD to initiate reconciliations of remaining TP 97 data, but cannot do so absent DOE's implementation of the IBRs for these agreements.
- The implications of implementing the IBRs for classified reimbursable work orders is not well understood and will need close coordination/cooperation of DOE's security program officials before proceeding. Some discussions with Treasury have taken place over the past few years, but no definitive guidance seems to be forthcoming from Treasury on this matter.

Recommendations

Options for DOE's implementation of the IBRs range from abandoning the effort altogether until the IBRs become more accepted by the Federal financial community to proceeding with a partial, or full implementation in support of this Treasury/OMB initiative. These options are briefly outlined as follows:

1. Delay implementation efforts until IRB process is more fully adopted in practice by the Federal community.
 - a. Cons: Leaves DOE vulnerable to audit and Treasury criticism for non-compliance with existing Treasury reporting requirements and an opportunity for improving the Department's controls over trading partner integrity will be delayed.. The CFO Council's Interagency Business Transformation team that DOE participates on shows every indication that increased pressure will be placed on agency compliance with the IBRs. Delays in DOE's implementation will not enable any progress in addressing the Department's existing significant differences - most notably with DHS and DHHS.
 - b. Pros: Delayed workload impact on DOE financial community
2. Implement the IRBs for an increased number of selected agencies (i.e., an expanded pilot)
 - a. Cons: Will still fall short of full implementation and leave DOE vulnerable to audit criticism. Might also lead to confusion by field offices by imposing different WFO set-up requirements depending on which agencies are in the pilot.
 - b. Pros: Allows for a phase-in of workload requirements. Provides some opportunity for improving the Department's controls over trading partner integrity.
3. Implement the IBRs now for all agencies
 - a. Cons: Significant workload to retroactively populate WFO DFF data elements for all 6,000 + active agreements.
 - b. Pros: Resolves DOE vulnerability to audit and Treasury criticism for non-compliance with existing Treasury reporting requirements and provides maximum opportunity for improving the Department's controls over trading partner integrity. Promotes standard and consistent process for WFO set-up. Also provides an opportunity for DOE to demonstrate leadership in the Federal financial community.

OFCR recommends the CFO proceed with implementing the IBRs for all agencies now in order to

- demonstrate to auditors, Treasury and OMB that DOE is proactive in moving towards compliance with the IBRs;
- build on the pilot initiative to institutionalize use of IBRs data elements in STARS;
- potentially identify additional DOE trading partner data errors; and
- initiate reconciliations with selected agencies to minimize/eliminate those on the Material Status of Disposition Report.

Based on the results of the pilot, OFCR recommends implementation of Option 3 and that:

- DOE limit its IBRs implementation to focus efforts on recording the common agreement number and Treasury account symbol data elements for all DOE trading partners. These two data elements appear to be the most likely to be of value in any inter-agency reconciliation effort. They are also the



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most easily identified and defined of the new data elements required by the IBRs. The other flexfield values, with the exception of the BETC field, will remain available to populate at the option of each field office. Due to the limited utility of the BETC code to foster reconciliation efforts, it is recommended that this field be turned off at this time.

- DOE field offices will be required to backfill the common agreement number and Treasury account symbol for all existing active agreements except those related to classified reimbursable work. Further discussion with stakeholders is needed before addressing the security concerns involved.
- OFCR will transition the responsibility for entering the new IBRs flexfield values to field offices that currently maintain the associated WFO values. An implementation guide for field CFO staff will be required.
- OFCR will monitor the use of the new flexfield values and work with offices to ensure that the use of the IBRs flexfield common agreement number and TAS are institutionalized.

D. Reimbursable Work Order Integrity Status Report

The reimbursable work order integrity status report can be used to identify all active orders to easily identify those that are missing either a common agreement number or Treasury Account Symbol.

Allottee	02
Fund	(All)

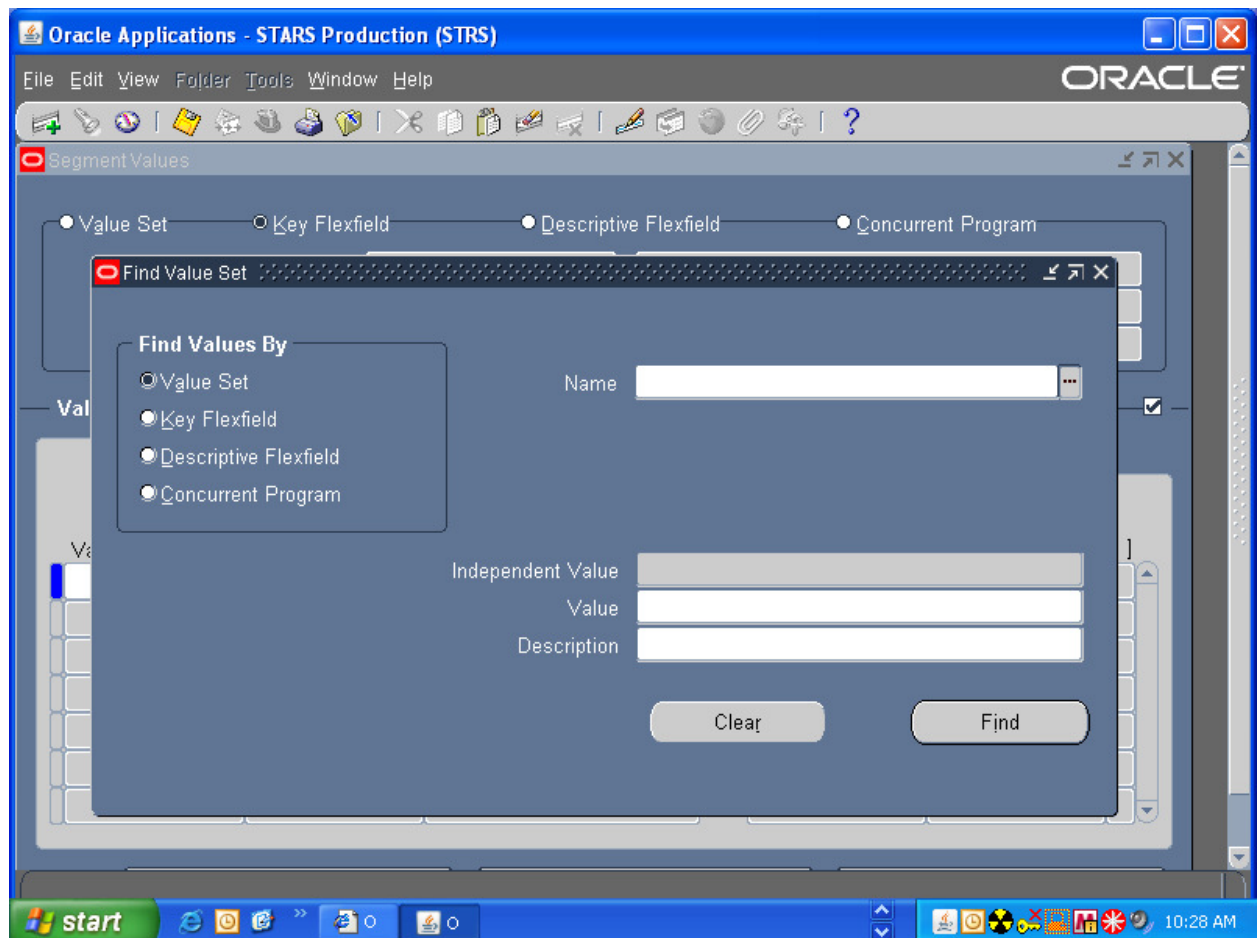
WFO	Rep Entity	Trading Partner	Agency Name	WFO DFF Common Agreement Num	WFO DFF Trading Partner TAS
5000510	500003	31	U.S. Nuclear Regulatory Commission	(blank)	(blank)
5000697	500003	97	Defense Agencies	(blank)	(blank)
5000782	500201	00	Unidentified	(blank)	(blank)
		80	National Aeronautics and Space Admin	(blank)	(blank)
5000813	500003	80	National Aeronautics and Space Admin	Order # BPA ID 38	(blank)
5001719	500003	00	Unidentified	(blank)	(blank)
5001833	500003	97	Defense Agencies	(blank)	(blank)
5001854	500201	80	National Aeronautics and Space Admin	(blank)	(blank)
5001942	500003	00	Unidentified	(blank)	(blank)
5002062	500003	00	Unidentified	(blank)	(blank)
5002148	500003	21	Defense Agencies	(blank)	(blank)
5002176	500003	21	Defense Agencies	(blank)	(blank)
5002190	500003	21	Defense Agencies	(blank)	(blank)
5002191	500003	21	Defense Agencies	(blank)	(blank)
5002203	500003	21	Defense Agencies	(blank)	(blank)
5002258	500003	21	Defense Agencies	(blank)	(blank)
5002263	500003	17	Defense Agencies	N4175608GO21308	(blank)
5002282	500003	17	Defense Agencies	(blank)	(blank)
5002351	500003	21	Defense Agencies	W81EWF8125692	(blank)
Grand Total					



WFO Flexfield Set-up Procedures

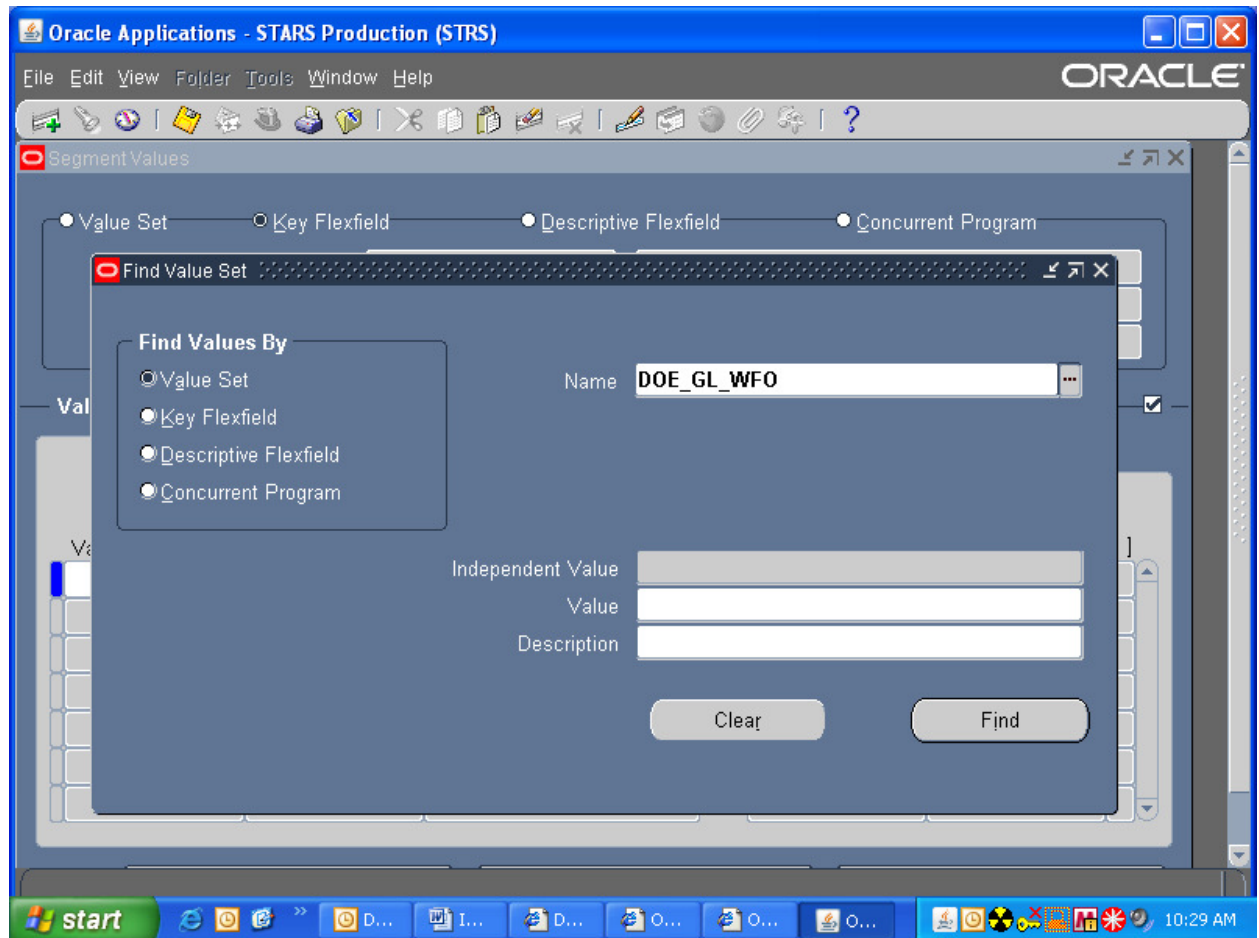
TO ENTER A NEW WFO Value

1. Go to the STARS DOE GL Values and navigate to “Setup Key Flexfield Values”
 - a) Select the “Value Set” option in the “Find Values By” box





- b) In the Name field enter DOE_GL_WFO
- c) Click "Find"





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- d) Click under “Value”
- e) Click the green plus button (top left hand corner) to add a new value
- f) Type the next available value for your location ” (area showing as yellow below)
- g) Navigate to the next field by pressing your Tab key
- h) Type the agreement number (WFO) in the “description” field

Oracle Applications - STARS Production (STRS)

File Edit View Folder Tools Window Help

Segment Values

Value Set Key Flexfield Descriptive Flexfield Concurrent Program

Name DOE_GL_WFO DOE's WFO value set

Dependent Value Set

Independent Value

Values (DOE_GL_WFO)

Values, Effective Values, Hierarchy, Qualifiers

Value	Translated Value	Description	Enabled	From	To	[]
0000000	0000000	Default WFO Value	<input checked="" type="checkbox"/>			...
0100367	0100367	NST142-SN-FEMA	<input type="checkbox"/>			IC
0191063	0191063	AGRS67204	<input checked="" type="checkbox"/>			IC
04	04		<input checked="" type="checkbox"/>			IC
			<input checked="" type="checkbox"/>			
040	040		<input checked="" type="checkbox"/>			IC
0400000	0400000	RF 189-9LANT99007	<input checked="" type="checkbox"/>			...

start

10:43 AM



- i) Navigate to the “Segment Qualifiers” field by pressing the Tab key.
- j) Verify “Allow Budgeting” and “Allow Posting” are Yes
- k) Click “OK”

The screenshot displays the Oracle Applications - STARS Production (STRS) interface. The main window shows the 'Values (DOE_GL_WFO)' section with a table of values and their translations. A 'Segment Qualifiers' dialog box is open, allowing users to configure budgeting and posting permissions for the selected value set.

Segment Qualifiers Dialog Box:

Field	Value
Allow Budgeting	Yes
Allow Posting	Yes

Main Window Table (Values):

Value	Translated Value
0191063	0191063
04	04
040	040
0400000	0400000
0400001	0400001
0400002	0400002

Qualifiers Table:

Level	Qualifiers	IC
	Yes.Yes.	IC
	Yes.Yes.	IC
	Yes.Yes.	IC
	Yes.Yes.	IC
	Yes.Yes.
	Yes.Yes.	IC
	Yes.Yes.

Buttons at the bottom of the dialog: OK, Cancel, Clear, Help.

Buttons at the bottom of the main window: Define Child Ranges, Move Child Ranges, View Hierarchies.



- l) Select the correct value for “WFO Used By” from the LOV
- m) The status code is a field that will be populated by the Legacy Reimbursable Work Reconciliation Team.
- n) Enter the “Common Agreement Number” (required) as it appears on the order of the sponsoring Federal agency for which DOE is doing work
- o) Enter the “Trading Partner Funding Source” (if identified on the order) of the sponsoring Federal agency
- p) Enter the “Trading Partner BPN” designated by the sponsoring Federal agency
- q) Enter the “Trading Partner TAS” (required) for the sponsoring Federal agency from the LOV. If the requested TAS is not found, please send **TAS symbol and Description via email** to Marion Hoch at marion.hoch@hq.doe.gov and Scott Chayette at Scott.Chayette@hq.doe.gov. The TAS data will be added within 2 business days of the request and the end user will be notified via email that the table has been updated.
- r) Click “OK”
- s) Click “Save”

Oracle Applications - STARS Quality Assurance, Image 07-Dec-2008 (qa)

File Edit View Folder Tools Window Help

ORACLE

Segment Values

Value Set Key Flexfield Descriptive Flexfield Concurrent Program

Name DOE_GL_WFO DOE's WFO value set

Dependent Value Set

Flexfield Segment Values

WFO Used By

Status

1) Common Agreement Number

2) Trading Partner Funding Source

3) Trading Partner BPN

4) Trading Partner TAS

OK Cancel Clear Help

0400000	0400000	RF 189-9LANT99007			Yes.Yes.	...
0400001	0400001	RF 189-OPMWMDC024			Yes.Yes.	IC

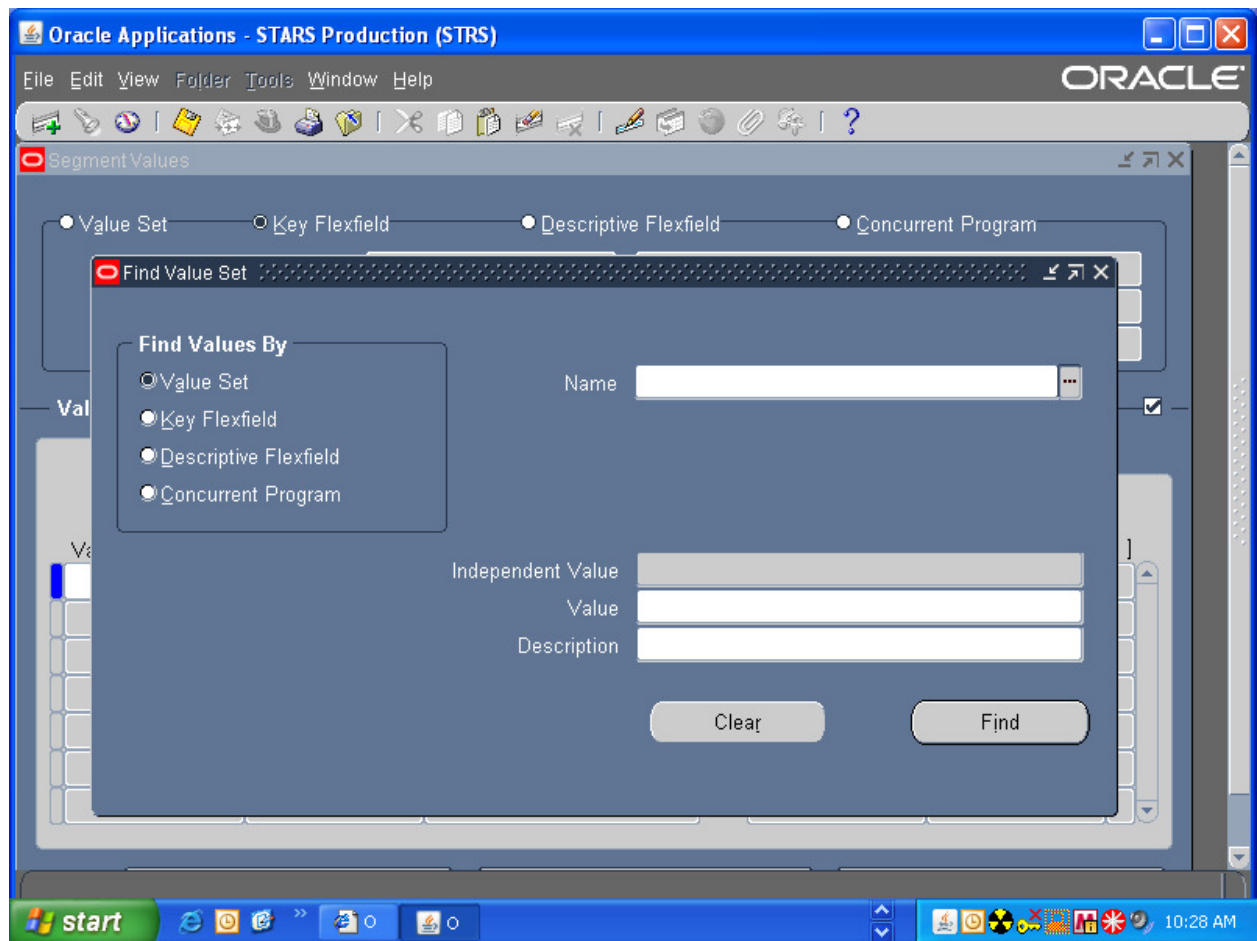
start

4:35 PM



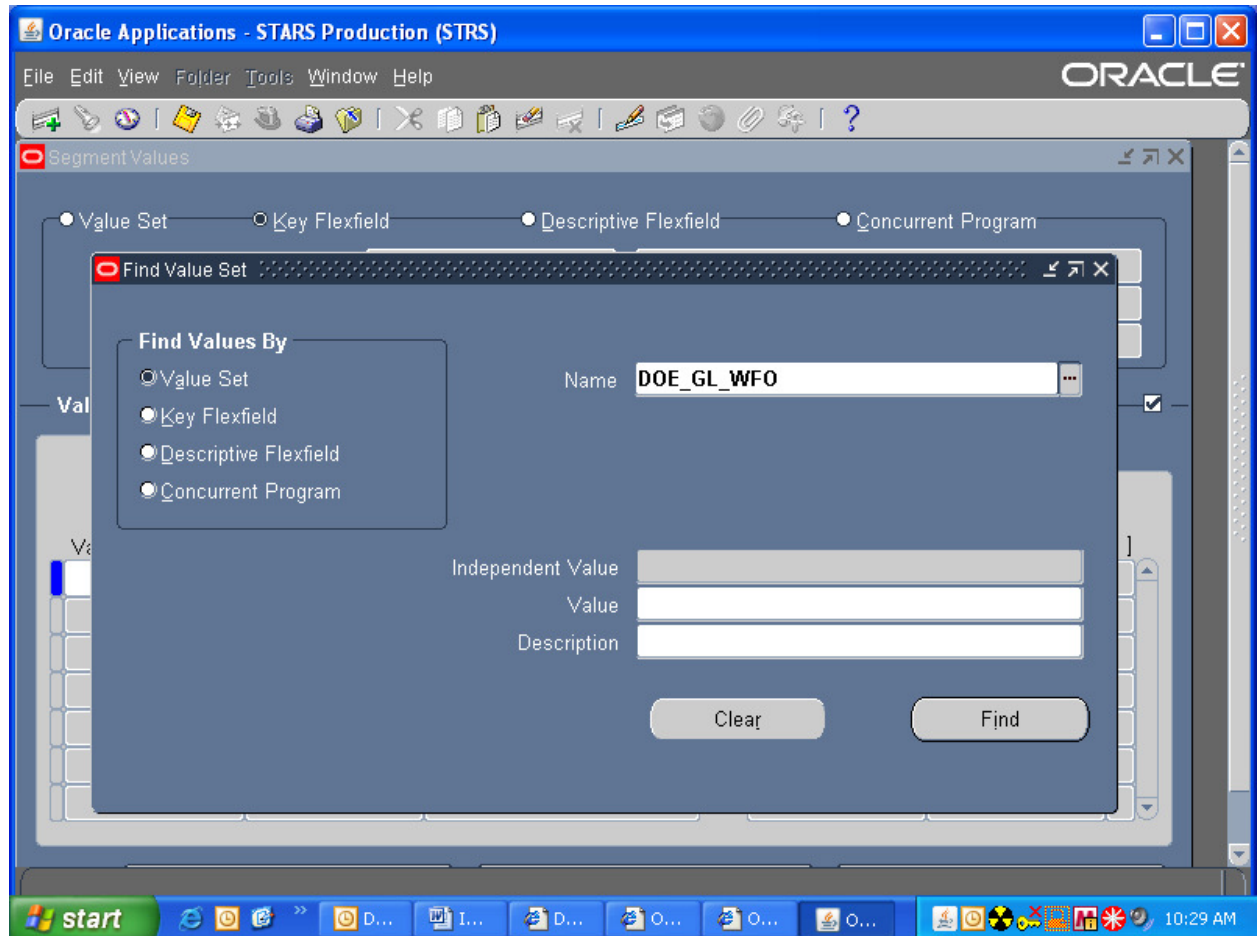
TO UPDATE AN EXISTING WFO Value

1. Navigate to the STARS DOE GL Values and navigate to “Setup Key Flexfield Values”
 - a) Click on the “Value Set” box





- b) Type in the name field DOE_GL_WFO
- c) Click “Find”





- d) Click under “Value”
- e) Press the F11 key on your keyboard
- f) Enter the WFO Value under the “Value” Column
- g) Press Ctrl+F11 on your keyboard
- h) Click on the “[]” to update the existing information

The screenshot shows the Oracle Applications - STARS Production (STRS) window. The top menu bar includes File, Edit, View, Folder, Tools, Window, and Help. The toolbar contains various icons for file operations and help. The main window is titled "Oracle Applications - STARS Production (STRS)".

The "Value Set" tab is selected. The "Name" field is "DOE_GL_WFO" and the "Description" field is "DOE's WFO value set". The "Dependent Value Set" and "Independent Value Set" fields are empty.

The "Values (DOE_GL_WFO)" section is expanded. The "Values, Effective" tab is selected. The table below shows the values for the value set.

Value	Translated Value	Description	Enabled	From	To	[]
			<input checked="" type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			

Buttons at the bottom: Define Child Ranges, Move Child Ranges, View Hierarchies.

Footer: Enter a query; press Ctrl+F11 to execute, F4 to cancel. The Windows taskbar shows the start button and several open applications, including Inb..., IBR..., Ora..., and Ora... The system clock shows 3:21 PM.



SOP 1.1 – Intragovernmental Business Rules (IBR) Implementation Guide

- i) Update fields as necessary.
- j) Click “OK”
- k) Click “Save”

Oracle Applications - STARS Quality Assurance, Image 07-Dec-2008 (qa)

File Edit View Folder Tools Window Help

ORACLE

Segment Values

Value Set Key Flexfield Descriptive Flexfield Concurrent Program

Name DOE_GL_WFO DOE's WFO value set

Dependent Value Set

Flexfield Segment Values

WFO Used By

Status

1) Common Agreement Number

2) Trading Partner Funding Source

3) Trading Partner BPN

4) Trading Partner TAS

OK Cancel Clear Help

0400000	0400000	RF 189-9LANT99007			Yes.Yes.	...
0400001	0400001	RF 189-OPMWMD024			Yes.Yes.	IC

Choices in list: 3

start

4:44 PM



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